DOCUMENT RESUME

ED 155 440 CE 016 951

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TITLE Taking Inventory. Student's Manual and Instructor's Manual.
INSTITUTION Clemson Univ., S.C. Vocational Education Media Center.
SPONS AGENCY South Carolina State Dept. of Education, Columbia. Office of Vocational Education.
PUB DATE 77
NOTE 13p.; For related documents see CE 014 491 and CE 016 911-989
AVAILABLE FROM Vocational Education Media Center, 10 Tillman Hall, Clemson University, Clemson, South Carolina 29631 ($160.00 for complete set, including nineteen filmstrips and eight overhead transparencies)

EDRS PRICE MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS Behavioral Objectives; Business Education; Business Skills; *Clerical Occupations; Instructional Materials; *Office Occupations Education; Performance Based Education; Records (Forms)
IDENTIFIERS *Inventories; Vocational Technical Education Consortium States

ABSTRACT

Supporting performance objective 56 of the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog, both a set of student materials and an instructor's manual on taking inventory are included in this packet. (The packet is the first in a set of nine on performing computational clerical activities--CE 016 951-959.) The student materials include information on inventorying, an instruction sheet for an included student activity, and a check-out activity. The instructor's manual includes instructions for duplicating form materials related to the two activities and answer keys for the activities. The materials are designed for self-paced individual instruction and may be adapted for use with large groups. (A separate booklet--CE 016 911--lists contents for the nine packets in this set along with those in several other sets--seventy-eight packets in all--based on the same V-TECS catalog.) (JT)

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TAKING INVENTORY

STUDENT'S MANUAL

Prepared by

Jean Hamer

These materials support
Performance Objective 56 of the
V-TECS Secretarial Catalog

State Department of Education
Office of Vocational Education
Office Occupations Education
Columbia, South Carolina 29201

In Cooperation With

Vocational Education Media Center
Clemson University
Clemson, South Carolina 29631

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TAKING INVENTORY

INTRODUCTION

A company which sells merchandise must maintain records of how much stock it has on hand (on shelves or in storage). Some companies need to take inventory every month, every week, or more or less often, depending on the kind of company. Taking inventory is done by counting merchandise. This count is then compared with the previous inventory. Because of sales and merchandise purchased, the inventory changes from day to day. An inventory helps the merchant know what goods sell best and what goods do not sell well. This information helps the merchant to know how to purchase new merchandise.

DIRECTIONS

If you need practice in taking inventory, complete Student Activity I.

or,

If you are ready to take inventory, complete the Check Out Activity I.

OBJECTIVES

Given merchandise items, count the items. List stock numbers of items to be counted beginning with the lowest number. Record totals on inventory work sheet. Totals should be 100% accurate to be acceptable.

INSTRUCTION SHEET

TAKING INVENTORY

On the following pages you are asked to complete the inventory for two shoe shops. Use the current date and your name.

Also use the following procedures when completing the Inventory forms:

1. List the stock number for each item that is on the shelf at the Shoe Shops.
2. Write the color (or colors) of each pair of shoes in the second column.
3. Then, list the size (or sizes) for each item.
4. Count the number of pairs of shoes for each style.
5. Insert the cost for each style.
6. Compute the extensions (number of pairs of shoes x cost = extension).
7. Repeat steps 1-6 for each style of shoes.
8. Then, record the total number of pairs of shoes.
9. Finally, add the extensions column and record the total. Be sure it is accurate

After you have completed Student Activity I ask your instructor to check your inventory form. Then, proceed to the Check Out Activity I and ask your instructor to evaluate your work.

STUDENT ACTIVITY I

BOUTIQUE BOOTERY

	45678 FootEase Brown 6½		34567 Lovable Blue 7	34567 Lovable Red 6½	23456 Pets Black 8
56789 Pets Tan 5½		45678 FootEase Brown 7		23456 Pets Black 6	

PETS: 23456 Price $10.00 FOOTEASE: 45678 Price $15 LOVABLE: 34567 Price $20
56789 12.50

BOUTIQUE BOOTERY

Current Inventory
Sheet 1 Date:

Entered by: (student)

STOCK NO.	COLOR	SIZES	NO. PAIRS	X COST EACH =	EXTENSION

Total Prs. _____ Total $ _____

ASSUME THAT YOU ARE AN EMPLOYEE OF BOUTIQUE BOOTERY. YOU ARE TO COUNT THE NUMBER OF PAIRS OF SHOES ON THE SHELVES. SEPARATE THEM BY LISTING ON THE SHEET ABOVE.

YOU MAY HAVE MORE THAN ONE PAIR OF SHOES WITH THE SAME STOCK NUMBER. LIST BY STOCK NUMBERS BEGINNING WITH THE LOWEST (12345 WOULD BE LISTED BEFORE 89766), ENTER COLOR, SIZES, NUMBER OF PAIRS, AND COST OF EACH. CALCULATE THE EXTENSIONS BY MULTIPLYING THE NUMBER OF PAIRS BY THE COST FOR EACH PAIR.

CHECK OUT ACTIVITY I

Jean's Shoe Shop

326428 Debs Black 6½	201349 Kittens Blue 8	583240 Softies Tan 5½		201349 Kittens Blue 9	326428 Debs Brown 8½
583240 Softies Purple 7½	192837 Debs Tan 5	583240 Softies Green 7	201349 Kittens Brown 6½	632879 Debs Brown 6	491624 Kittens Beige 10
201349 Kittens Black 7		632879 Debs Brown 6		192837 Debs Tan 5	
		583240 Softies Tan 5	632879 Debs Brown 6	201349 Kittens Blue 8½	583240 Softies White 5½

Debs: Cost Price:	326428	$10.00	
	192837	9.00	
	632879	12.00	
Kittens: Cost Price:	201349	$13.00	
	491624	11.00	

Softies: Cost Price: 583240 $14.00

CHECK OUT ACTIVITY I

JEAN'S SHOE SHOP
INVENTORY

Sheet No. 1 Current Date:

Entered By: (student)

Stock No.	Color	Sizes	No. Pairs	Cost	Extensions

VIA–5

7

Total Prs. _____ Total $_____

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TAKING INVENTORY

INSTRUCTOR'S MANUAL

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INSTRUCTOR'S MANUAL

TAKING INVENTORY

Review this module carefully before beginning instruction. Then, duplicate the perishables listed below.

Perishables

1. Student Activity Sheet I – Boutique Bootery
   Boutique Bootery Inventory Form

2. Check Out Activity I – Jean's Shoe Shop
   Jean's Shoe Shop Inventory Form

Two keys are available in this manual for you to use when evaluating the Student Activity I and the Check Out Activity I.

KEY

STUDENT ACTIVITY I

A. TAKING INVENTORY

BOUTIQUE BOOTERY

Sheet 1 Date: Current

Entered by: _____ (student)

STOCK NO.	COLOR	SIZES	NO. PAIRS	COST EACH	EXTENSION
23456	black	6,8	2	$10.00	$20.00
34567	red, blue	6½,7	2	20.00	40.00
45678	brown	6½,7	2	15.00	30.00
56789	tan	5½	1	12.50	12.50

Total prs. 7 Total Cost $102.50

KEY

CHECK OUT ACTIVITY I

JEAN'S SHOE SHOP
INVENTORY

Sheet No. 1

Current Date: January 16, 19--

Entered By: (student)

Stock No.	Color	Sizes	No. Pairs	Cost	Extensions
192837	TAN	5	2	9.00	18.00
201349	Blue	8, 8½, 9	3	13.00	39.00
201349	Brown	6½	1	13.00	13.00
201349	Black	7	1	13.00	13.00
326428	Brown	8½	1	10.00	10.00
326428	Black	6½	1	10.00	10.00
491624	Beige	10	1	11.00	11.00
583240	Green	7	1	14.00	14.00
583240	TAN	5, 5½	2	14.00	28.00
583240	White	5½	1	14.00	14.00
583240	Purple	7½	1	14.00	14.00
632879	Brown	6	3	12.00	36.00
		Total	18	Total Cost	220.00

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